

METROPOLITAN STATE UNIVERSITY REGULATIONS



Assessment Committee

University Procedure #250

Section 1. Policy

The purpose of the Assessment Committee is to oversee the process of assessing student learning outcomes at Metropolitan State University, consistent with the North Central Association requirement that each affiliated institution have a program to assess academic achievement.

Section 2. Authority

This policy is issued pursuant to the Minnesota State College and University System rules and regulations.

Section 3. Effective Date

This policy shall become effective upon signature by the Vice President for Student and Academic Affairs and shall remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this regulation shall reside with the Vice President for Student and Academic Affairs.

Section 5. Committee Responsibilities

The responsibility of the Assessment Committee is to develop and oversee the implementation of a program through which student academic achievement is assessed. The specific responsibilities of the committee are:

- A. Develop an assessment plan which:
 - 1. Is linked to the mission, goals, and objectives of the institution as they relate to student learning and academic achievement, including learning in general education and majors, minors, concentrations, individually designed degree programs and graduate programs,
 - 2. Includes faculty participation and is university-wide in conceptualization and scope, and
 - 3. Leads to institutional improvement through the improvement of faculty teaching and student learning;
- B. Develop a timeline for the assessment program that is appropriate and realistic;

- C. Propose a plan for administration of the assessment program to the vice president for student and academic affairs;
- D. Regularly review the effectiveness and workability of the assessment program and recommend modification as needed; and
- E. Communicate the results of the assessment process to the university community.

Section 6. Committee Process

Establish the Assessment Committee as a standing university committee. Committee members will be appointed by the vice president for student and academic affairs. In making committee appointments, the vice president will consider the overall committee composition with respect to interest, expertise and multicultural perspectives. The members will serve for a two-year term, commencing on October 1 and ending on September 30, and will be composed as follows:

- Four (4) faculty members, representing each of the four colleges, selected by the IFO
- One (1) academic officer
- One (1) MSUAASF Member, selected by MSUAASF
- One (1) student, nominated by SEC
- One (1) graduate
- One (1) representative from student affairs
- One (1) representative from institutional research

Terms will be staggered at the discretion of the vice president for student and academic affairs to assure committee continuity. The committee will be co-chaired by the academic administrator and one of the faculty representatives.

Personnel and budget supporting the committee will be in the Student and Academic Affairs Office.

Section 7. Review

This procedure will be reviewed bi-annually.

Section 8. Signature

Issued on this 19th day of August, 1998.

Leah Harvey, Vice President for Student and Academic Affairs